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To: Test Coordinators  
Subject: ACT State and District Testing: Off-Site Testing Information

This email provides information about administering the ACT<sup>®</sup> test at an off-site location.

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### What is Off-Site Testing

Off-site testing involves meeting ACT facility, staff, and security requirements to test examinees at **any location other** than the school participating in State and District testing.

Examples of eligible off-site locations include:

- another high school
- a community college
- a church
- a banquet hall

Please review the [Off-Site Testing](#) document for general information on reasons and requirements.

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### How to Request Off-Site Testing

If your proposed off-site location meets the requirements, take the following steps to submit a request.

1. Go to: [statetesting.act.org/offsitetesting](http://statetesting.act.org/offsitetesting)
2. Log in with the following credentials:  
User ID: [Email]  
Password: [OrgContractSeasonID]
3. Follow the instructions to submit your information.

*Note: If you plan to use multiple off-site locations, you must complete a request for each one.*

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## Deadline

You must submit an off-site request by **January 15, 2016**.

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## Important!

See step 4 of the “How to Submit an Off-Site Request” section of the *Off-Site Testing* document before you prepare to test off-site.

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## Upcoming Events

The table below shows upcoming events in your testing program.

Timeframe	Event
January 22, 2016	Deadline to submit requests for ACT-approved accommodations
January 25, 2016 – April 6, 2016	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> .

You'll find these events and others on your *Schedule of Events* available on your program website: <http://www.act.org/aap/montana/index.html>

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## Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at: [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
  - Call us at 800.553.6244.
    - standard time ext. 2800
    - accommodations ext. 1788
  - Email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
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Thank you,  
ACT State and District Testing Team

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